

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

TOWN OF ELLINGTON

55 Main Street · P.O. Box 187
Ellington, CT 06029-0187

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT OR TYPE)

POSITION(S) APPLIED FOR _____ Date _____

REFERRAL SOURCE: ☐ Advertisement ☐ Friend ☐ Relative ☐ Employment Agency ☐ Other

Last Name

First Name

Middle Name

Address: Number

Street

City

State

Zip Code

Telephone Number(s)

Social Security Number

(PLEASE CHECK APPROPRIATE BOX)

If you are under 18 years of age, can you provide required proof of your eligibility to work? ☐ Yes ☐ No

Have you filed an application or been employed here before? ☐ Yes ☐ No

If yes, give date (s) _____

Have you any objection to the Town checking employment references? ☐ Yes ☐ No

If no, please complete the Referencing Checking Release Form provided.

Are you currently employed? ☐ Yes ☐ No

If yes, may we contact your present employer? ☐ Yes ☐ No

May we call you at work? If yes, provide telephone number _____ ☐ Yes ☐ No

Are you prevented from lawfully becoming employed in the country because of visa or immigration status? ☐ Yes ☐ No

(Proof of citizenship or immigration status will be required upon employment)

On what date would you be available for work? _____

Are you available to work: ☐ Full Time ☐ Part Time ☐ Shift Work ☐ Temporary

Are you currently on "lay-off" status and subject to recall? ☐ Yes ☐ No

Can you travel if a job requires it? ☐ Yes ☐ No

Driver's License Identification: _____
State Number Type

	Name & Address of School	Course of Study	Years Completed	Diploma/ Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any job-related training received in the United States Military

Summarize special job-related skills and qualifications acquired from employment or other experience.

Check Skills/Equipment Operated:

Computer/Word Processing Programs: ☐ Microsoft Office ☐ Other: _____

Office Equipment: _____

Vehicles/Power Equipment (List): _____

Indicate any foreign languages you can speak, read and/or write:

State any additional information you feel may be helpful to us in considering your application.

Employment History

List all previous work experience and periods of unemployment. Begin with your present position and work back to your first position. **This section must be completed.** In addition, you may attach a resume. You may exclude organizations which reveal race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed From To (mo/yr) (mo/yr)		Work Performed
Address			
Supervisor	Salary Starting Final		
Telephone Number			Reason for Leaving
Job Title			

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Telephone Number			Reason for Leaving
Job Title			

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

Give name, address and telephone number of three (3) references not related to you.

1.	_____	_____	_____
	(Name)	(Address)	(Telephone #)
2.	_____	_____	_____
	(Name)	(Address)	(Telephone #)
3.	_____	_____	_____
	(Name)	(Address)	(Telephone #)

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied? ☐ Yes ☐ No

A description of the activities involved in such a job or occupation is enclosed.

DRUG SCREENING PROGRAM

The Town of Ellington is committed to maintaining a drug-free work environment. The nature of the services provided by the Town requires that all employees be capable of performing the functions of their employment position free from the influence of any drug with physical or mind altering psychological effects. To that end, a urinalysis drug screen test may be administered during the pre-employment process. Further, it is the policy of the Town not to hire or re-hire individuals who use any narcotic or dangerous drug in any amount regardless of frequency or occasion unless the individual has a medically acceptable prescription.

APPLICANT'S STATEMENT

It is the policy of the Town of Ellington to require a urinalysis drug screen test and a medical examination as part of its selection process after a conditional offer of employment has been extended to any applicant and before the individual begins work. A urinalysis drug screen test and a medical examination are uniformly required for all applicants for all positions.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between the Town of Ellington and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Town unless made in writing. If an employment relation is established, I understand that I have the right to terminate my employment at any time and that the Town retains the same right.

I certify that all of the statements made in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not employing me, or for dismissing me after I have begun employment. I waive all rights I might have against all employers and other persons providing information concerning my character, abilities, work behavior and record of employment.

Signature of Applicant

Date

Criminal History: (See Public Act 2-136 on Page 6).

Page 5

Name: _____ Date: _____

Have you been convicted of a felony within the last 7 years?

☐ Yes ☐ No

If yes, please explain:

(A conviction does not automatically mean that you cannot be employed. What you were convicted of and how long ago are important. Give all the facts so that a decision can be made.)

You are not required to disclose matters which have been:

- Erased
- Youthful offender matters
- Dismissals or nollis
- Not guilty findings
- Absolute pardons

If your only criminal record consists of one of the above categories, you may check box "no" above.

I certify that all of the statements made above are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not employing me, or for dismissing me after I have begun employment.

Signature of Applicant

Date

This document will only be available to employees of the Town's Personnel Department and/or persons involved in interviewing the candidate.

Public Act No. 02-136

AN ACT CONCERNING EMPLOYMENT PROTECTION FOR CRIME VICTIMS AND PERSONS WHOSE CRIMINAL RECORDS HAVE BEEN ERASED.

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. Section 54-85b of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2002*):

(a) An employer shall not deprive an employee of [his] employment, penalize or threaten or otherwise coerce [him] an employee with respect thereto, because (1) the employee obeys a legal subpoena to appear before any court of this state as a witness in any criminal proceeding, (2) the employee attends a court proceeding or participates in a police investigation related to a criminal case in which the employee is a crime victim, (3) a restraining order has been issued on the employee's behalf pursuant to section 46b-15, as amended, or (4) a protective order has been issued on the employee's behalf by a court of this state or by a court of another state, provided if issued by a court of another state, the protective order shall be registered in this state pursuant to section 46b-15a. For purposes of this section, "crime victim" means an employee who suffers direct or threatened physical, emotional or financial harm as a result of a crime or an employee who is an immediate family member or guardian of (A) a person who suffers such harm and is a minor, physically disabled, as defined in section 46a-51, as amended, or incompetent, or (B) a homicide victim.

(b) Any employer who violates subdivision (1) of subsection (a) of this section shall be guilty of criminal contempt and shall be fined not more than five hundred dollars or imprisoned not more than thirty days or both.

[(b)] (c) If an employer discharges, penalizes or threatens or otherwise coerces an employee in violation of subsection (a) of this section, the employee, [within] not later than ninety days from the occurrence of such action, may bring a civil action for damages and for an order requiring [his] the employee's reinstatement or otherwise rescinding such action. If the employee prevails, [he] the employee shall be allowed a reasonable attorney's fee to be fixed by the court.

Sec. 2. Section 31-51i of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2002*):

(a) For the purposes of this section, "employer" means any person engaged in business who has one or more employees, including the state or any political subdivision of the state.

(b) No employer or an employer's agent, representative or designee may require an employee or prospective employee to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to section 46b-146, 54-76o or 54-142a.

(c) An employment application form that contains any question concerning the criminal history of the applicant shall contain a notice, in clear and conspicuous language: (1) That the applicant is not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to section 46b-146, 54-76o or 54-142a, (2) that criminal records subject to erasure pursuant to section 46b-146, 54-76o or 54-142a are records pertaining to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nolle, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon, and (3) that any person whose criminal records have been erased pursuant to section 46b-146, 54-76o or 54-142a shall be deemed to have never been arrested within the meaning of the general statutes with respect to the proceedings so erased and may so swear under oath.

(d) No employer or an employer's agent, representative or designee shall deny employment to a prospective employee solely on the basis that the prospective employee had a prior arrest, criminal charge or conviction, the records of which have been erased pursuant to section 46b-146, 54-76o or 54-142a.

(e) No employer or an employer's agent, representative or designee shall discharge, or cause to be discharged, or in any manner discriminate against, any employee solely on the basis that the employee had, prior to being employed by such employer, an arrest, criminal charge or conviction, the records of which have been erased pursuant to section 46b-146, 54-76o or 54-142a.

(f) The portion of [a job] an employment application form which contains information concerning the [arrest record of a job] criminal history record of an applicant or employee shall [not be available to any employee or member of the company, firm or corporation interviewing such applicant except the members of the personnel department or the person in charge of employment if such company, firm or corporation has no personnel department] only be available to the members of the personnel department of the company, firm or corporation or, if the company, firm or corporation does not have a personnel department, the person in charge of employment, and to any employee or member of the company, firm or corporation, or an agent of such employee or member, involved in the interviewing of the applicant.

Approved June 13, 2002